

November 14, 2008

NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting applicants for the Assistant Finance Director (Job Number 08-27) position. The deadline for applying is January 7, 2009.

ASSISTANT FINANCE DIRECTOR (P5)

The Position

The Association of Bay Area Government (ABAG) is recruiting for an Assistant Finance Director. Reporting to the Finance Director, the Assistant Finance Director functions as a controller, overseeing the operation of the Accounting Department which has a staff of four. The primary responsibility of the Assistant Finance Director is accounting and financial reporting. The Finance Director's primary responsibility is overall finances of the agency including forecasting and treasury functions.

The Organization

ABAG is the Council of Governments and Regional Planning Agency operating under joint powers authority established in 1961 by the counties and cities in the San Francisco Bay Area. All 9 counties and 101 cities in the Bay Area are members of ABAG. Annually, members are assessed population-based membership dues that amount to about 7% of ABAG's total revenue. The balance of the funding comes primarily from grants and contracts with federal, state and local government entities, and fees for service programs. The current revenue budget of ABAG is about \$26 million.

Over the past 20 years, ABAG has created a number of affiliated entities to provide a number of specific services for government and non-profit entities. These services include general liability and property insurance, conduit debt financing, workers comp insurance, and natural gas aggregation. These entities are governed by their separate boards and therefore accounted for as separate entities and not consolidated with ABAG. Each entity contracts with ABAG for full management, accounting and other administrative support. The combined revenue of ABAG and its affiliated entities is about \$41 million in FY 07-08. Their assets amounted to roughly \$113 million as of June 30, 2008.

The Accounting Department

Under the direction of the Assistant Finance Director, the Accounting Department is staffed by four experienced employees. They perform functions such as payroll, accounts payable, accounts receivable, cash receipts, financial reports, and accounts reconciliation.

ABAG uses the Oracle Financial System (current version 11i) that was implemented in 1999. For the past seven years, the system has been supported by an in-house database administrator under contract with a consulting firm. Personnel costs are tracked and allocated to projects by an in-house developed Payroll Cost Allocation (PCA) system written in Microsoft Access. Excel is used extensively to augment the accounting systems. The accounting department works most closely with two other teams of ABAG staff: ABAG POWER and ABAG PLAN. The POWER program maintains a natural gas billing system and the PLAN group runs a claims processing system. The transactions processed by these two systems are summarized monthly and interfaced with the accounting system.

Typical Duties and Responsibilities

- Upload project budgets to Oracle and PCA systems
- Manage accounting and financial systems and maintain full and accurate accounting records
- Prepare detailed financial reports and other statements
- Conduct financial analysis
- Establish and maintain adequate cash levels and administrative controls
- Monitor revenues and spending of grant and service programs
- Advise directors and program managers of trends and risks
- Work with external auditors and publish timely audited financial reports
- Direct system development and trouble-shoot accounting process
- Provide staff leadership including work assignment, staff performance evaluation and motivation

Required Knowledge and Skills

- Financial and government accounting standards
- Regulatory reporting requirements, e.g., tax returns for non-profit organizations
- Accounting system design and implementation
- Budgeting and forecasting methods and practices
- Labor laws, organization management principles
- Administration of employee benefits
- Presentation of easy to understand financial information
- Written and oral communication skills
- Project planning, getting projects done on time, a sense of the whole picture
- Effective organizational skills
- Analytical and problem solving skills
- Use of Microsoft Word and Excel

Education and Experience

- Bachelor's degree in Accounting or other related fields
- Post-graduate degree and relevant professional certification highly desirable
- Minimum five years of progressively responsible management experience in an operationally diverse setting

Compensation Package

- Salary Range: \$7,895 to \$9,568 per month
- Pension: Employer Paid CalPERS 2.5% @ 55
- Deferred Compensation: STARS 457 Retirement Plan (Voluntary)
- Health Plans: Three HMO and two PPO medical plans, Dental Insurance, and VSP Vision. Out-of-pocket contribution may be required depending on selected coverage.
- Life Insurance: ABAG Paid coverage equal to two times annual salary
- Other Benefits: Public transit vouchers or subsidized parking, pre-tax options for eligible health care and dependent care expenses
- Vacation, Sick Leave, Holidays: Competitive leave package including 11 paid holidays and 3 floating holidays annually

Application and Selection Process

The deadline for applying for the Assistant Finance Director position is January 7, 2009. Please submit a cover letter, resume, ABAG employment application with compensation history to:

Association of Bay Area Governments
Attention: Patricia Jones, Assistant Executive Director
P. O. Box 2050
Oakland, CA 94604-2050

Reflecting the diversity of California, ABAG is an equal opportunity employer.

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT www.abag.ca.gov/jobs.html OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG – H.R 08-27, P.O. BOX 2050, OAKLAND, CA 94604-2050. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.